

Quick Reference Guide - Award Delegations Office of the Director, NIH

NOTE: This Guide must be used in conjunction with the OD Delegations of Personnel Authority, dated 10/23/2001.

	<u>Deputy Directors, Associate Directors and Office Directors who report directly to the Director, NIH</u>	<u>Deputy Director, NIH</u> <i>with prior technical review by HRO</i>	<u>Director, NIH</u> <i>with prior technical review by HRO and OHRM</i>
GS-15 & Below	Cash Awards (Special Act or Service, On the Spot, Staff Recognition, Suggestion, Invention, etc.) NTE \$5,000 where discretionary increases* do not exceed \$30,000 in preceding 52 weeks.	Cash Awards (Special Act or Service, On the Spot, Staff Recognition, Suggestion, Invention, etc.) NTE \$10,000 where discretionary increases* do not exceed \$30,000 in preceding 52 weeks.	Cash Awards (Special Act or Service, On the Spot, Staff Recognition, Suggestion, Invention, etc.) NTE \$10,000 where discretionary increases* <i>exceed</i> \$30,000 in preceding 52 weeks.
SES	Cash Awards (Special Act or Service, On the Spot) up to \$5,000 where discretionary increases* do not exceed \$30,000 in preceding 52 weeks.	Cash Awards (Special Act or Service, On the Spot) up to \$10,000 where discretionary increases* do not exceed \$30,000 in preceding 52 weeks.	Cash Awards (Special Act or Service, On the Spot) up to \$10,000 where discretionary increases* <i>exceed</i> \$30,000 in preceding 52 weeks.
Title 42	<i>Performance bonuses up to 10% of base salary, when salary is equal to or less than GS-15/10 and discretionary increases* do not exceed \$30,000 in preceding 52 weeks.</i> <i>Cash awards (Special Act or Service, On the Spot) up to \$5,000 when total compensation** is equal to or less than GS-15/10 and discretionary increases* do not exceed \$30,000 in preceding 52 weeks.</i>	<i>Performance bonuses up to 10% of base salary, when salary exceeds GS-15/10 (currently \$114,224) and discretionary increases* do not exceed \$30,000 in preceding 52 weeks.</i> <i>Cash awards (Special Act or Service, On the Spot) up to \$10,000 when total compensation** is equal to or less than GS-15/10 and discretionary increases* do not exceed \$30,000 in preceding 52 weeks.</i>	<i>Performance bonuses up to 20% of base salary or when discretionary increases* exceed \$30,000 in preceding 52 weeks.</i> <i>Cash awards (Special Act or Service, On the Spot) up to \$10,000 when discretionary increases* exceed \$30,000 in preceding 52 weeks.</i>

*Discretionary Increases = cash awards, performance bonuses, pay increases, 3Rs, 2Rs, PCA, PSP (Title 38)

**Total compensation = annual locality salary (or special salary rate) plus discretionary pay increases (as defined above.)

Keep in mind the \$30,000 discretionary increase delegation, and total compensation delegations and maximums.